

## **Project Business Case**

**Project Name:** State's Attorney Records Management System

**Short Project Name:** ND-STARS

**Agency:** Criminal Justice Information Sharing Program

**Business Unit/Program:** N/A

**Type of Project:** New Initiative

**Date:** 08/29/2005

**Version:** 1

### **Project Description:**

To purchase and implement a State's Attorneys records management system that will provide state's attorneys a means to electronically manage their case information and share data via the existing CJIS Hub.

### **Business Need/Problem:**

Criminal justice agencies throughout the country have been involved in updating their technology to improve public safety. The number one thing all criminal justice officers are asking for is access to information. The purpose of the North Dakota Criminal Justice Information Sharing Program is to update criminal justice systems to allow real-time access to complete and accurate information. This will support better decision making when dealing with criminals and increase safety for law enforcement officers and citizens of North Dakota.

North Dakota State's Attorneys have county-wide jurisdiction to prosecute alleged violations of the criminal statutes of North Dakota Century Code. The office also has certain obligations to give legal advice to county officials and to defend the county against civil lawsuits. State's attorneys duties include the following: prosecute felony, misdemeanor and traffic offenses committed by adults, present delinquent and abuse and neglect petitions to the judge in Juvenile Court, to advise county officials in legal matters, defend the county against civil lawsuits and assist in the involuntary commitment of mentally ill persons into a mental health facility.

## **Solution**

To establish a master contract with a vendor to provide multiple state's attorney entities with a records management system that will allow the agency to manage case information. The CJIS Program requires an off the shelf software product that is easily customized to support North Dakota State's Attorney Operations and interface via XML with the existing CJIS Hub Portal. In addition the State's Attorney Records Management will interface with the Law Enforcement Records Management System through the CJIS Hub. Existing systems with data will need to be transferred to the new records management system.

## **Consistency/Fit with Organization's Mission**

The future statewide State's Attorney Case Management System is important to the overall success of the CJIS program because North Dakota is a small (low population) state and it is important to leverage a case management system for multiple States Attorneys. This case management system must interface with the CJIS Hub and other law enforcement record management systems throughout the state, thus sharing vital information.

## **Objectives/Measurements:**

Project Objectives	Measurements
Deploy off-the-shelf State's Attorney Records Management System Software package	Pilot group composed of 5 agencies and 70 users has access to ND-STARS and a process is in place to add new users.
Convert existing SAMS data to new off-the-shelf software package.	Data verified in new off-the-shelf State's Attorney Records Management System.
Increase Access to State's Attorney Information	Increase access to State's attorney information by 35%.
Increase state's attorney process efficiency	Decrease data entry time by 15%.

**Cost Estimate:** The major cost lies in the purchase of the Software. The following represents the best estimate of the one time costs of this project:

Software Acquisition	\$ 413,410.00
Project Management	\$ 25,000.00
Hardware	<u>\$ 62,000.00</u>
<b>Total One Time Costs</b>	<b>\$ 500,410.00</b>

### **Project Risks:**

**Risk 1:** Dedicated staff has a shift in their work.

**Corrective Action:** The CJIS Board and Executive Committee will be notified of the possible delay.

**Risk 2:** Lack of Personnel.

**Corrective Action:** Project will continue with current staff until additional staff is assigned. This could require hiring outside consultants or current staff working overtime.

**Risk 3:** Lose of Key Personnel.

**Corrective Action:** Project would continue with current staff, with appropriate reassignments made. Additional staff may need to be transferred or persons hired to replace personnel leaving.

**Risk 4:** Cost / Time overruns.

**Corrective Action:** Identify problem areas based on Gantt Chart that can possible be adjusted or issue an Impact of Project Change.

**Risk 5:** Scope Changes.

**Corrective Action:** Create an Issue and associated Impact of Project Change.